

SELF SERVICE CENTER

PROCEDURES: HOW TO SERVE COURT PAPERS -- BY REGISTERED MAIL

USE THIS PROCEDURE ONLY after you have filed your papers with the Court.

STEP 1: GO TO THE POST OFFICE and tell the Clerk you would like to mail the other party a letter as follows:

- Certified Mail, and
- Deliver to Addressee Only, and
- Restricted Delivery, and
- Return Receipt Requested, and
- Pay the postage

STEP 2: WAIT for Green Receipt to be returned with the other party's signature. When you get the Green Receipt, note the date the other party received and signed for the papers.

STEP 3: PAPERS FOR THE COURT

- **COMPLETE:** Original of Affidavit of Service by Registered Mail.
- **ATTACH:** You must attach the original green receipt to the Affidavit to prove how you served the other party. Make sure you keep a copy of the green receipt for yourself (both sides).
- **COPY:** Make yourself a copy of the Affidavit of Service by Registered Mail and attached the copy of the green receipt to it.

STEP 4: FILE PAPERS WITH THE COURT. File the Affidavit of Service by Registered Mail and attached green receipt with the Clerk of the Court.

STEP 5: GO TO THE COURT HEARING. Bring your copy of the Petition, Notice of Hearing, and Affidavit of Service by Registered Mail and attached green receipt with you.

DO NOT BRING CHILDREN TO COURT.